

SEWICKLEY PUBLIC LIBRARY

ROOM DESCRIPTIONS

1. Community Room

- There are 75 chairs and 10 – 6' folding tables that are available for groups to use. Electrical and data outlets and a projection screen are available for use as well.
- Library audiovisual equipment may be made available to groups with permission from the Library Director. Requests for equipment should be made at the same time the room reservation is made.
- A small kitchen for preparing refreshments is located next to the Community Room. Groups must provide their own plates, cups, and utensils. The staff of the library should not be asked to provide forgotten items.
- All trash should be placed in the appropriate receptacle and the kitchen should be clean when you leave.

2. Conference Room

- This room is furnished with 12 chairs surrounding a rectangular conference table.
- Food and beverages are discouraged except by special permission of the Library Director.

3. Study Room

- This room is furnished with six chairs and one table.
- Food and beverages are discouraged except by special permission of the Library Director.

4. Reading Room

- This room will accommodate up to eight seated people around the fireplace. Three study tables and chairs are also available. This room can hold up to 20 individuals comfortably, but the L-shape of the room precludes its use for presentation type activities. It is more conducive to discussion type programs or social activities, as this is an open room without doors.
- Please ask a staff member to turn on the fireplace.
- A small kitchenette with a sink and countertop is available to serve simple refreshments. Please note: a refrigerator or stove is not part of the kitchenette.
- Groups must provide their own plates, cups, and utensils. The staff of the library should not be asked to provide forgotten items.
- All trash should be placed in the appropriate receptacle and the kitchen should be clean.

5. Patio

- The patio has two round tables. Each table has four chairs. Also, two benches that will accommodate two people each are available for seating. The maximum capacity for this area is twenty people.
- Refreshments and beverages are permitted on the patio.
- Groups must provide their own plates, cups, and utensils. The staff of the library should not be asked to provide forgotten items.
- All trash should be placed in the appropriate receptacle and the patio should be clean.

6. History Room

- The history room has one table that will accommodate up to six chairs.
- The use of this room as a meeting area is by permission of the Library Director only.
- Minimal interruptions to your meeting can be expected as patrons may require materials from this room.
- Absolutely no food or beverages are permitted in this room.
- The room is to be kept locked at all times except for research by serious students or quiet study.